

**ROYAL GOVERNMENT OF BHUTAN  
ROYAL CIVIL SERVICE COMMISSION**

**POSITION DESCRIPTION**

**1. JOB IDENTIFICATION:**

- 1.1 Position Title: **Dy. Chief Finance Officer**
- 1.2 Position Level: **P2**
- 1.3 Major Group: **Audit & Finance Services Group**
- 1.4 Sub-Group: **Finance, Accounting & Budget Services**
- 1.5 Job Code No.: **06.360.02**

**1.6 Job Location (*Complete as appropriate*):**

Ministry: **Ministry of Finance**; Department: \_\_\_\_\_; Division:  
\_\_\_\_\_ ; Section: \_\_\_\_\_ ; Unit: \_\_\_\_\_.

**1.7 Title of First Level Supervisor (*Official title of the Supervisor*): Chief  
Accounts Officer.**

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**2. PURPOSE, DUTIES & RESPONSIBILITIES** (*Describe the main duties and responsibilities, indicating what is done and how it is done. Purpose should be a short statement linking the position to the mission and goals of the organization and specifying the outputs of the positions. Duties should be presented in decreasing order of percentage of time spent on them, or in order of relative importance*):

**Purpose:** To represent Ministry of Finance in large and complex organizations and Ministries for ensuring sound, efficient and dynamic financial Management system in the Ministry/Agency.

<b>Duties and Responsibility</b>	<b>% of Time</b>
<ul style="list-style-type: none"> <li>▪ Ensure departments/sectors are notified on the budget call notification by DNB, MoF. Provide information on the budget ceiling and deadline for submission of budget proposal.</li> <li>▪ Supervise and provide necessary guidelines in budget preparation as per the budget notification.</li> <li>▪ Ensure all the required documents such drawings, estimates, clearances, approvals etc., are submitted by the concerned departments/sectors with the budget proposal.</li> <li>▪ Ensure all the activities are assigned to the respective LC/PLC accounts and ready for submission of Budget utilization Plan (BUP).</li> <li>▪ Consolidate BUP in collaboration with the Departments and Sectors related in accordance with their Annual Work plan/ IWP/ APA and annual budget.</li> <li>▪ Ensure budgetary and non-budgetary releases are obtained from DPA on a timely manner to have effective service delivery.</li> <li>▪ Institute proper check and control for timely disbursement of pay and avoid excess or double payments.</li> <li>▪ Ensure statutory deductions and other recoveries are made according to the rules and remitted to the designated accounts within the time frame.</li> <li>▪ Ensure all required documents for authorization of payments are duly verified.</li> <li>▪ Monitor budget utilization and physical progress by conducting site visits from time to time with relevant sectors.</li> <li>▪ Review and verify the supplementary request, fund re-appropriation, transfer of fund and recommend for approval.</li> <li>▪ Submit financial reports to the Government / donors as and when required.</li> <li>▪ Monitor timely collection of taxes, fees, revenues and deposits into designated accounts.</li> <li>▪ Ensure safe custody of cash, bank guarantees, drafts etc. and timely renewal of financial guarantees.</li> <li>▪ Ensure proper coordination and facilitate knowledge sharing among the finance personnel.</li> <li>▪ Provide periodic financial report to departments/sectors.</li> <li>▪ Represent the Ministry of Finance through secondment in international organizations and public and private sector corporations.</li> <li>▪ Perform any other tasks delegated by the CFO/superiors</li> </ul>	

**3. KNOWLEDGE AND SKILLS REQUIREMENTS** (*Minimum requirement for performance of work described (Level of Knowledge, Skill and Ability)*):

- 3.1 Education:** B.Com/BA(Economics).
- 3.2 Training:** Advanced training in auditing, accounting, public finance, financial management and managerial economics.
- 3.3 Length and type of practical experience required:** Minimum experience of 4 years as Sr. Accounts Officer or equivalent experience.
- 3.4 Knowledge of Language(s) and other specialized requirements:** Spoken and written Dzongkha and English. Knowledge of local dialects will be an added advantage. Knowledge of procurement rules and procedures and computer literate.
- 4. COMPLEXITY OF WORK** (*Describe the intricacy of tasks, steps, processes or methods involved in work, difficulty and originality involved in work*):  
The work is highly complex and involves implementation and usage of different methods such as internal check and control systems. It also involves educating the various stakeholders in accountability, transparency and commenting and recommending appropriate corrective measures on the expenditure planning, budgeting and forecasting. The work comprises critical analysis of the tender evaluation process and award of contracts. Cost benefit analysis has to be carried out in terms of Government investments on constructions, procurement and any other projects. Appropriate alternative solutions and recommendations need to be worked out so that the policy makers could use the concept of opportunity cost.
- 5. SCOPE AND EFFECT OF WORK** (*Describe the breath of work performance, and the effect the work has on the work of others or the functions of the organization*):  
The work performance covers all the units, sections, divisions, projects and departments in the employee's organization and the departments under Ministry of Finance. It consists of planning, developing and carrying out vital innovative and professional programs essential to the mission of his Ministry.  
The effect of the work on others would be that it would lead to the fulfilment of the goals and the objectives of the organization and in improved financial management, investment management, improved accountability and transparency.
- 6. INSTRUCTIONS AND GUIDELINES AVAILABLE:**

**6.1 Instructions** (*Describe controls exercised over the work by the Superior, how work is assigned, reviewed and evaluated*):

In line with the goals and objectives of the agency, the work requires efficient implementation of the financial system. The work is performed independently, adhering to the financial standards and initiatives. The supervisor is informed on significant problems that affect the achievement of programs.

**6.2 Guidelines** (*Indicate which written or unwritten guidelines are available, and the extent to which the employees may interpret, adapt or devise new guidelines*):

The Financial Rules and Regulations 2001, Procurement Manual, Bhutan Civil Service Rules, Income Tax rules, various Government circulars and addendums are frequently referred to while discharging professional duties and responsibilities.

**7. WORK RELATIONSHIPS** (*Indicate the frequency, nature and purpose of contacts with others within and outside the assigned organization (other than contacts with superiors)*):

There are frequent personal contacts with senior officials, project managers and heads of departments within and outside the employee's organization to obtain, clarify or exchange information, perform a service, negotiate transactions, resolve conflicts and to provide or seek advices/approvals. Frequent contacts are also made with the officials of the Ministry of Finance for mobilization of donor aided and RGOB funds, for promotion, training and transfer of finance personnel and with auditors for resolving audit observations.

**8. SUPERVISION OVER OTHERS** (*Describe responsibility this position has for supervision of other employees, including the nature of supervisory responsibilities and categories and number of subordinates, both directly and indirectly supervised*):

This position is responsible for the supervision as a senior manager of up to 30 administrative and finance personnel the efficient discharge of their professional duties and responsibilities are monitored and supervised as frequently as possible.

**9. JOB ENVIRONMENT** (*Describe physical demands required, such as walking, standing, lifting heavy objects, etc., and/or any risks or discomforts like exposure*

*to hazards such as exposure to chemicals, infections, radiation, extreme weather and other hostile working conditions):*

Job environment of this post is not very conducive. It involves tours on foot to various sites for physical verification and requires strenuous physical exertion and exposure to extreme weather conditions. Back in the office, this job invites unpleasant repercussions from the contractors/suppliers for incidences of reduction of claims due to imposition of penalties, deduction of advances, unauthorized claims, unavoidable delays in payments, etc. At times it leads to unpleasant confrontations and people tend to keep grudges.